



## Training Schedule for 2013-January to June

New Hire Orientation					
Jason Lusk schedules all Orientation sessions. Please contact Jason for confirmations.					
New Hire Orientation	Monday	1/14	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	1/28	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	2/11	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	2/25	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Tuesday	3/11	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	3/25	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	4/8	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	4/22	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	5/13	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	5/27	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	6/10	8:30A-3:30P	Metro Southeast	HR Staff
New Hire Orientation	Monday	6/24	8:30A-3:30P	Metro Southeast	HR Staff



## Training Schedule for 2013-January to June

Diversity Awareness Training					
Diversity Awareness Training	Thursday	1/10	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	1/24	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	2/7	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	2/21	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	3/7	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	3/21	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	4/4	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	4/18	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	5/16	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	6/6	8:30A – 10A	Metro Southeast	Jason Lusk
Diversity Awareness Training	Thursday	6/20	8:30A – 10A	Metro Southeast	Jason Lusk
Sexual Harassment Prevention Non-Supervisors					
Sexual Harassment Prevention Non-supervisors	Tuesday	1/15	8:30A-10A	Metro Southeast	Bowron
Sexual Harassment Prevention Non-supervisors	Tuesday	2/12	8:30A-10A	Metro Southeast	Bowron
Sexual Harassment Prevention Non-supervisors	Tuesday	2/26	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	3/12	8:30A-10A	Metro Southeast	Bowron
Sexual Harassment Prevention Non-supervisors	Tuesday	3/26	8:30A-10A	Metro Southeast	Bowron
Sexual Harassment Prevention Non-supervisors	Tuesday	4/16	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	5/14	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention Non-supervisors	Tuesday	6/11	8:30A-10A	Metro Southeast	Bowron
Sexual Harassment Prevention Non-supervisors	Tuesday	6/25	8:30A-10A	Metro Southeast	Pennington
Sexual Harassment Prevention for Supervisors					
Sexual Harassment Prevention SUPERVISORS	Tuesday	1/22	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	3/19	8:30A-10:30A	Metro Southeast	Pennington
Sexual Harassment Prevention SUPERVISORS	Tuesday	5/21	8:30A-10:30A	Metro Southeast	Pennington



## Training Schedule for 2013-January to June

Substance Abuse Prevention – Non Supervisors					
Substance Abuse training Non-supervisors	Tuesday	1/15	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Tuesday	2/12	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Tuesday	2/26	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Tuesday	3/12	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Tuesday	3/26	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-Supervisors	Tuesday	4/16	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Tuesday	5/14	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse training Non-supervisors	Tuesday	6/11	10:30A-12P	Metro Southeast	S. Waltenbaugh
Substance Abuse training Non-supervisors	Tuesday	6/25	10:30A-12P	Metro Southeast	S. Cain
Substance Abuse Prevention - Supervisors					
Substance Abuse Training SUPERVISORS	Thursday	2/21	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Thursday	4/11	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Thursday	4/25	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Training SUPERVISORS	Thursday	5/23	8:30A-11:30A	Metro Southeast	S. Cain



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\*\* DDC-6 and DDC-4 contain information, statistics, and images that some may find difficult to review, especially if they or a family member or friend have been involved in an automobile accident within the last 6 months. When scheduling an employee for this course, please consider this fact so not to cause undue stress.

DDC - 6					
DDC6 – Defensive Driving	Tuesday	1/8	8:15A-3:30P	Metro Southeast	Watkins
DDC6 – Defensive Driving	Tuesday	1/22	8:15A-3:30P	Metro Southeast	Sorrow
DDC6 – Defensive Driving	Tuesday	2/5	8:15A-3:30P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Tuesday	2/19	8:15A-3:30P	Metro Southeast	Gilbert
DDC6 – Defensive Driving	Tuesday	3/19	8:15A-3:30P	Metro Southeast	Sorrow
DDC6 – Defensive Driving	Tuesday	4/9	8:15A-3:30P	Metro Southeast	Watkins
DDC6 – Defensive Driving	Tuesday	5/7	8:15A-3:30P	Metro Southeast	Pennington
DDC6 – Defensive Driving	Tuesday	5/21	8:15A-3:30P	Metro Southeast	Sorrow
DDC6 – Defensive Driving	Tuesday	6/18	8:15A-3:30P	Metro Southeast	Watkins
DDC-4					
DDC4 – Defensive Driving <b>Refresher</b>	Friday	2/8	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	2/22	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	3/14	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving <b>Refresher</b>	Friday	3/22	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	4/12	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving <b>Refresher</b>	Friday	4/26	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	5/10	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	5/24	8:15A-12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving <b>Refresher</b>	Friday	6/6	8:15A-12:30P	MSE	Gilbert
DDC4 – Defensive Driving <b>Refresher</b>	Friday	6/14	8:15A-12:30P	ONLINE	ONLINE



## Training Schedule for 2013-January to June

MEPD – General Interest – facilitated by Metro HR					
Bullying - Stop it!	Thursday	1/17	8:30A-10:30A	Metro Southeast	Pennington
Bullying - Stop it!	Tuesday	3/5	8:30A-10:30A	Metro Southeast	Pennington
Customer Service	Wednesday	4/10	8:30A-10:30A	Metro Southeast	Gilbert
Mind the Gap	Monday	5/13	8:30A-10:30A	Metro Southeast	Gilbert
Customer Service	Thursday	6/13	8:30A-10:30A	Metro Southeast	Gilbert
Career Enhancement	Wednesday	2/27	12:30P-4:30P	TBD	Madden
Career Enhancement	Thursday	5/16	12:30P-4:30P	TBD	Madden
MEPD – Retirement Planning ***Class size limited to 20 participants***					
Retirement - 5 Years Out	Thursday	3/28	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	4/25	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	5/30	8:30A-11A	Metro Southeast	Bowles
Retirement - 5 Years Out	Thursday	6/27	8:30A-11A	Metro Southeast	Bowles
Financial Planning – courses offered by Deferred Compensation Vendor - ING					
Budgeting	Thursday	2/28	8:30A-10A	Metro Southeast	ING Rep
Planning Ahead for Retirement	Friday	4/26	8:30A-10A	Metro Southeast	ING Rep
Asset Allocation	Thursday	6/27	8:30A-10A	Metro Southeast	ING Rep



## Training Schedule for 2013-January to June

Metro Management Institute – Series Course Schedule					
Class 1: Employment Law /Labor Relations	Wednesday	1/16	8:30A-12:30P	Metro Southeast	S. Cain
Class 1: Employment Law /Labor Relations	Wednesday	4/24	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Preventing Workplace Harassment	Wednesday	1/23	8:30A-12:30P	Metro Southeast	T. Pennington
Class 2: Preventing Workplace Harassment	Wednesday	5/1	8:30A-12:30P	Metro Southeast	T. Pennington
Class 3: Promoting Workplace Diversity	Wednesday	1/30	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 3: Promoting Workplace Diversity	Wednesday	5/8	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4A: Management from a Different Perspective	Wednesday	2/6	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4A: Management from a Different Perspective	Wednesday	5/15	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Leadership Communication	Wednesday	2/13	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Leadership Communication	Wednesday	5/22	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 6: Performance Management & Coaching	Wednesday	2/20	8:30A-12:30P	Metro Southeast	Essary
Class 6: Performance Management & Coaching	Wednesday	5/29	8:30A-12:30P	Metro Southeast	Essary
Class 7: Conflict Management	Wednesday	2/27	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 7: Conflict Management	Wednesday	6/5	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 8: Customer Service in Government	Wednesday	3/6	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 8: Customer Service in Government	Wednesday	6/12	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 9B: Substance Abuse Policy and Practice	Wednesday	3/13	8:30A-12:30P	Metro Southeast	S. Cain
Class 9B: Substance Abuse Policy and Practice	Wednesday	6/19	8:30A-12:30P	Metro Southeast	S. Cain
Class 10B: Workplace Safety / Violence & Practicum	Wednesday	3/20	8:30A-12:30P	Metro Southeast	Cain / Gilbert
Class 10B: Workplace Safety / Violence & Practicum	Wednesday	6/26	8:30A-12:30P	Metro Southeast	Cain / Gilbert



## Training Schedule for 2013-January to June

### Boards / Commission Member Training Harassment and Diversity Training (Exec. Order #10) - Facilitated by Metro HR

B/C – Harassment and Diversity	Friday	1/25	3:00 – 4:00	Metro SE	D. Essary
B/C – Harassment and Diversity	Friday	4/19	3:00 – 4:00	Metro SE	D. Essary



## Training Schedule for 2013-January to June

### Training Division Information and Practices

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#### DDC Classes

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at scheduled time. Those who are tardy will not be allowed entrance and will need to reschedule their session. Employees must bring their valid driver's license with them for admittance to DDC training. Please note that DDC classes are not held in the traffic school section of the MSE building. Employees should enter on the south side of the building under the awning labeled "MAIN ENTRANCE".

Per Metro Ordinance, if an employee drives a Metro vehicle, or if the employee uses a personal vehicle for governmental business and claims mileage reimbursement, he / she must take Defensive Driving (DDC-6) initially, and complete DDC-4 every three years. *Metro Ordinance 12.08.120 states ...*"no person shall operate a vehicle, the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council...and is in possession of proof of such completion".

Classes begin at assigned time and those who are tardy will not be allowed entrance.

#### Class size limits:

Most classes are limited to 35 while some are set for smaller groups. It is very important that those with direct access for entry follow these limits.

#### Inclement Weather Policy:

Classes are automatically cancelled when Nashville/Davidson County Schools are closed for snow or inclement weather. Check for school closings on local television channels. The training staff will reschedule any class missed due to weather and notify employees of new session. It is the responsibility of the employee to confirm they are registered for any make-up session. If schools are delayed due to weather the training classes will not delay and begin at scheduled time.

#### Registration for Courses:

Register for classes by sending an email to your departmental training coordinator. For those departments without training coordinators, your supervisor should send in the request to the HR Training Requests mailbox ([hrtrainingrequests@nashville.gov](mailto:hrtrainingrequests@nashville.gov)).

#### Training Center Location:

Metro Southeast is located at 1417 Murfreesboro Pike (Genesco Park). Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Parking is available to the right or left of the driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

The security guard in the lobby will direct you to your classroom.

**Mandatory Training** includes Sexual Harassment Prevention, Substance Abuse, Diversity Awareness training and Basic Security Awareness (BSAT). All employees (Non-supervisors and Supervisors) must complete these classes. Employees are required to complete retraining every four years.

♿ All entrances are accessible. If other accommodations are needed, contact the Training Division at 862-4344.